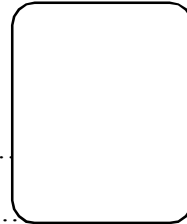


PERSONAL MEMORANDA



Name :
Degree :Year.....
Roll No :
Date of Birth :Blood Gr :.....
Day scholar Hosteller

Present Address:

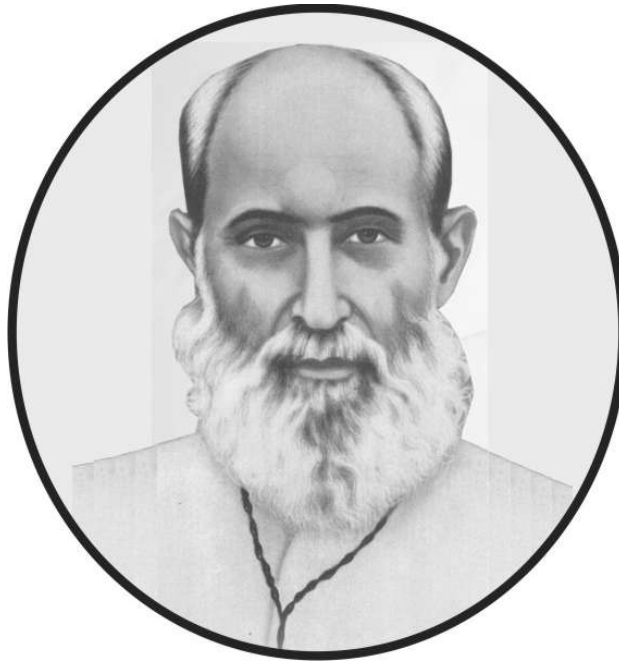
.....
.....
.....

Phone No: Resi: Mobile:

Any other Particulars

.....
.....
.....

ADRIAN CAUSSANEL
THE FOUNDER OF THE BROTHERS OF
THE SACRED HEART OF JESUS
PALAYAMKOTTAI



Rev.Fr.ADRIAN CAUSSANEL, SJ
(1850 - 1930)

NATIONAL ANTHEM

Jana - Gana-Mana-Adhinaayaka

Jaya He!

Bharata- Bhagya-Vidhata

Punjab-Sindhu-Gujarata-Maratha

Dravida-Utkala-Bangaa.

Vindhya-Himachala-Yamuna-Ganga

Uchhhala - Jaladha Taranga

Tava Subha Name Jage

Tava Subha Ashisa Mage

Gahe Tava Jaya Gatha.

Jana-Gana-Mangala Dayaka, Jaya He!

Bharata - Bhagya- Vidhata.

Jaya He! Jaya He! Jaya He,

Jaya, Jaya, Jaya, Jaya He

PLEDGE

India is my country. All Indians are my brothers and sisters.

I love my country and I am proud of its rich and varied heritage.

I shall always strive to be worthy of it.

I shall give my parents, teachers and all elders respect and treat everyone with courtesy.

To my country and my people, I pledge my devotion. In their well-being and prosperity alone, lies my happiness.

jÄœªjhE thœªJ

“ÚuhU\$ flyLªj Äyklªij bfÊbyhGF«
ÓuhU« tjdbkdª âfœguj; f©lÄâš
bj;fzK« mâ%áwªj âuhÉleš âUehL«
j;fáW âiwEjY« jÇªjeWª âyfKnk!
mªâyf thrid nghš midªJyF« i<gKw
vªâirí« òfœkz;f iUªjbgUª jÄHz\$nf!
jÄHz\$nf!
c<ÓÇsikª âw« ÉaªJ
braš kwªJ thœªJnk! thœªJnk! thœªJnk!!”.

fšÿÇ¥ g©

jªijí« jhíkhd ešytnu iiwth
ãÿisfÿ Totªnjh«
vªj id« v<dFy« v<W
ahk;nah« jªjhE
ãÿisfÿ M»Ä<nwh«
i\$F thU« tšyiknahL
tu\$fisª jhU«
v\$ſÿ óÄ òJikfhQ«
kÅj« ca®îbgW«
v\$ſS;Fª Ôik brÆnjh®fis
k<Å;F« kd« ts®ªnjh«
m<òl< mutizªnjh«

mDâd czit v\$fs;F
v<W« cWâ brEjUS« tWik Ú\$fc brEí«
i\$F thU« tšyiknahL
tu\$fisα jhU«
v\$fÿ óÄ òJikfhQ«
kÅj« ca®î bgW«
c<djαâš c« k»ik MÿtJ nghš
i\$F« v\$Fnk v\$»Y«
c«kunr v« iiwth
i>îy»š fhQ« ehÿ tUf
tšytnu jiyth
r^aÃâ ruzil^anjh«
ešytnu jiyth
thœî j^aâLå®
tšytnu jiyth
k<Å;F« kd« jUå®
ãÿisfÿ Tot^anjh«

PRAYER OF SAINT FRANCIS OF ASSISI

MAKE ME AN INSTRUMENT
OF YOUR PEACE
WHERE THERE IS HATRED
LET ME SOW LOVE,
WHERE THERE IS INJURY – PARDON
WHERE THERE IS DOUBT - FAITH
WHERE THERE IS DESPAIR – HOPE
WHERE THERE IS DARKNESS – LIGHT
WHERE THERE IS SADNESS – JOY
DIVINE MASTER, GRANT THAT I MAY
NOT SO MUCH SEEK TO BE CONSOLED
AS TO CONSOLE, TO BE
UNDERSTOOD AS TO UNDERSTAND
TO BE LOVED AS TO LOVE,
FOR IT IS IN GIVING THAT WE RECEIVE
IT IS IN PARDONING THAT WE ARE
PARDONED, IT IS IN DYING THAT
WE ARE BORN TO ETERNAL LIFE

PRAYER OF TAGORE

Where the mind is without fear and the head is held high;
Where knowledge is free;
Where the world has not been broken up into fragments
 by narrow domestic walls;
Where words come out from the depth of truth;
Where tireless striving stretches its arms towards perfection;
Where the clear stream of reason has not lost its way
 into the dreary desert of dead habit;
Where the mind is led forward by thee into ever- widening thought
 and action-
Into that heaven of freedom, my Father, let my country awake.

COLLEGE PRAYER

Dear Lord, we thank you for another wonderful day that you have given us.
We thank you for each of the students who are here today.
We also thank you for our teachers, who are always patient and
committed to teach us.
We pray that you give us wisdom and knowledge to understand all the things
that we need to learn today.
Teach us to be loving to our fellow classmates and teachers.
Guide us in whatever we do and wherever we go.
In Jesus name, we pray, Amen.

COLLEGE LOGO



The emblem of the College contains the motto “**THE WISE SHALL INHERIT GLORY**” - with stars above. The emblem has a mixture of white and blue colours, signifying purity and spirituality. The circle in the middle has the Holy Bible. It shows us the path of virtue and wisdom.

There is a figure of cross signifying sacrifice and salvation. The picture of heart in red signifies the love of the Sacred Heart of Jesus for the humanity.

The emblem on the whole represents the values virtue of wisdom, purity, spirituality, sacrifice, salvation and love.

THE COLLEGE COAT OF ARMS

Ramanathapuram district, a rural area is considered as a very backward place in many aspects, especially with regard to higher education. Therefore, the Congregation of the Brothers of the Sacred Heart in keeping up with their vision and mission, decided to start a College, which would enable them to provide higher education in good standard to the rural youth at an affordable cost. That was the birth of Caussanel College of Arts and Science at Muthupettai in 2005. It is a Co-Educational Institution.

The College is named after Rev. Fr. Adrian Caussanel, a Jesuit French Missionary, who founded the Congregation of the Brothers of the Sacred Heart in the year 1903 at Palayamkottai.

The College has been established as part of the Centenary Celebrations of the founding of the Congregation. It is the brightest jewel in the crown of the Congregation in its educational service for more than one hundred years. The educational service by the Congregation is a network of schools, spread over the Southern States of India – Tamil Nadu, Kerala, Andhra Pradesh and Karnataka.

The College was started in 2005. The foundation stone was laid by most Rev. M. Ambrose, D.D., D.C.L., Pontifical Commissary, on 20.10.2003. Government sanctioned the approval through G.O.Ms.No.291 on 11.08.2005, under self-financing scheme. The College is affiliated to Alagappa University, Karaikudi.

The first academic year (2005 – 2006) was started with 4 Undergraduate courses; B.Sc. Mathematics, B.Sc. Physics, B.Sc. Computer Science and B.Com.

Four more Undergraduate courses were introduced during the next academic year 2006 – 2007; B.A. Tamil, B.Sc. Bio-Chemistry, B.Com. with Computer Applications and BBA.

Two Post – Graduate and one Undergraduate courses were introduced during the academic year 2007 – 2008; M.Sc(CS & IT), M.Com and BCA.

One Undergraduate course, B.Sc. IT was introduced in the academic year 2008 - 2009. As of now, there are 11 UG and 5 PG courses.

B.A. English was started in the academic year 2011 – 2012. Post-Graduate course in Mathematics was introduced during the academic year 2011 - 2012.

Two PG courses, M.A. English and M.Sc. Physics were introduced in the academic year 2014 - 2015 and got affiliation on 22.08.14.

M.A. Tamil was introduced in the academic year 2018 – 2019.

In the year 2016 - 2017, our College was accredited with **“A” grade scoring 3.01 grade points** in the first cycle by NAAC which was a milestone in the history of our College.

In the year 2017 - 2018 our College was recognised by UGC with 2(f) and 12(B) status.

Additional enrichment courses are provided in order to ensure enhancement of the employability of the graduates, who pass through the portals of this pristine institution. Admission is open to all the students, irrespective of religion, community, creed or sex.

Anybody who happens to step into the College campus can only be impressed by the majestic College building and its immaculate campus. True to the spirit and values envisioned by leaders like Jawaharlal Nehru and enshrined in the Constitution of Mother India, students are nurtured in the ideals of Secularism, One Nationhood and Communal Harmony.

The College has been started with the lofty aim of offering quality higher education to the marginalized youth in the rural areas of South and East Ramnad district. The objective is moulding young men and women with values and skills. A happy blend of the soul, mind and heart will be the chief characteristic of our products whose steady, secure and serene journey towards success will be on the two rails of academic excellence and discipline.

The Vision beckons. The Mission enkindles. The road is long but the view is clear.

The Caussanel College of Arts and Science, a beacon of hope in the realm of higher education for the marginalised younger generation of this coastal area, will continue to promote and fulfil the needs and aspirations of the youth.

VISION

We envision that quality education is accessible and affordable to all, irrespective of caste, creed and economic status. So that the human resources of the youth are utilized maximum to the development of individuals and the society as a whole.

MISSION

We run higher educational Institution to make the quality education available in Ramanathpuram and the neighbouring districts.

GOALS AND OBJECTIVES

OVERALL OBJECTIVE (PURPOSE)

To offer diverse and innovative courses in the areas of pedagogy and learning. So that the rural youth are able to bring out their potentials and to develop their competencies required for their personal and social development.

SPECIFIC OBJECTIVES

1. To increase the number of students pursuing higher education especially, women by learner friendly and inclusive approaches.
2. To explore and innovate in teaching pedagogy, so that the learning experience is joyful, learner friendly and application oriented.

3. To help the students develop their confidence and identify their talents and passion through extracurricular activities.

4. To promote the livelihood of the people by making the students acquire domain (subject) as well as employable skills.

5. To promote equality, peace and social harmony through value education and continuous animation of students.

6. To initiate researches in the area of livelihood and resource development in the target area.

7. To promote multi-stakeholders' forum of parents, teachers, alumni, students, well wishers and development agencies so that the educative process transforms communities.

FOCUS OF THE COLLEGE

- Academic excellence and skill based training.
- Community outreach and social responsibilities.
- Shared responsibilities and team work.
- Updating and empowering the faculty.
- Creating administrative policy, structure, system and procedure.
- Expansion (structure & program).

RECOGNITION & ACCREDITATION

NAAC (National Assessment and Accreditation Council)

In 2017 December the National Assessment and Accreditation Council - An Autonomous body that has assessed and accredited our college with 'A' Grade (3.01 CGPA).

UGC (University Grants Commission)

In the year 2018 our College acquired UGC Recognition of 2(f) and 12(B) status.

TNSCST (Tamil Nadu Council for Science and Technology)

In the year 2018 our College has been recognized as a nodal agency by Tamil Nadu Council for Science and Technology for creating scientific awareness .

SUCCESSION OF SECRETARIES AND PRINCIPALS

SECRETARIES



Rev. Br. P. Jeyaraj, SHJ
2005 - 2012



Rev. Br. Dr. N. S. Jesudoss, SHJ
2012 (Onwards)

PRINCIPALS



Prof. G. Gnanapragasam
2005 - 2013



Mrs. K. Hemalatha
2013 (Onwards)

BROTHERS COMMUNITY

Br. N.S. JESUDOSS SHJ	- Superior & Correspondent, Secretary & Treasurer, CCAS
Br. A.S. GNANAPRAGASAM SHJ	- Headmaster - SJHSS
Br. K. JOSEPH SAGAYARAJ SHJ	- Director - Caussanel Girls Hostel
Br. M. MICHAEL THANGARAJA SHJ	- Asst. SJHSS CH (Boys)
Br. J. CHRISTOPHER SHJ	- Procurator & Director, St. Joseph Hostel
Br. L. SOOSAI NATHAN SHJ	- Asst. CCAS, Minister

BOARD OF MANAGEMENT

Very Rev. Br. M.VELANKANNI, SHJ	- President
Rev. Br. T.ANTONY RAJ SHJ, SHJ	- Vice President
Rev. Br. D.GASPAR, SHJ	- General Councillor & Secretary General
Rev. Br. Dr. N. S. JESUDOSS, SHJ	- Secretary, Treasurer
Mrs. K. HEMALATHA	- Principal

ACADEMIC COUNCIL

Rev. Br. Dr. N. S. JESUDOSS, SHJ	- Secretary
Mrs. K. HEMALATHA	- Principal
Rev. Br. L. SOOSAI NATHAN, SHJ	- VicePrincipal
Mr. M. HARIPRAKASH	- Vice Principal
Mrs. T. MAHALAKSHMI	- Vice Principal
Mr. B. K. MATHAN NAGAN	- Dean

OFFICIAL OF THE COLLEGE

PRESIDENT

Very Rev. Bro. M. VELANKANNI, SHJ

VICE-PRESIDENT

Rev. Bro. T. ANTONY RAJ, SHJ

SECRETARY

Rev. Br. Dr. N. S. JESUDOSS, SHJ

PRINCIPAL

Mrs. K. HEMALATHA, M.Sc., M.Phil.,

VICE – PRINCIPALS

Rev. Br. L. SOOSAI NATHAN, SHJ

Vice Principal for Boys Affairs

Mr. M. HARIPRAKASH, MCA., M.Phil.,

Vice Principal for Academic Affairs

Mrs. T. MAHALAKSHMI, MS., M.Phil.,

Vice Principal for Girls Affairs

DEAN

Mr. B. K. MATHAN NAGAN, MCA.,

Dean of Studies

HEAD OF THE DEPARTMENTS

1. TAMIL

Mrs. M. Jansi, M.A., M.Ed., NET., DG.T.,

2. ENGLISH

Mr. A. Seeni Abdul Samad, M.A., B.Ed.,

3. MATHEMATICS

Mr. D. Nagaraju, M.Sc., B.Ed.,

4. PHYSICS

Mrs. S. Maheswari, M.Sc., B.Ed.,

5. COMPUTER SCIENCE

Mrs. J. Rajeshwari, MCA., MBA., B.Ed.,M.Phil.,

6. INFORMATION TECHNOLOGY

Mr. B. Ramkumar, MCA., M.Phil.,

7. COMPUTER APPLICATIONS

Mrs. S. Priyatharshini, M.Sc., M.Phil

8. BIO-CHEMISTRY

Dr. A. Baskara Boopathy, M.Sc., M.Phil., Ph.D.,

9. COMMERCE

Dr. R. Kalyan Kumar, M.Com., M.Phil.,M.B.A., Ph.D.,

10. COMMERCE WITH CA

Mrs. K. Sujatha, M.Sc., M.Ed.,

11. BUSINESS ADMINISTRATION

Mr. M. Muthukumaresan, MBA., M.Phil.,

CHRONOLOGY OF COURSES

Now, there are 11 UG and 6 PG courses, most of which are job oriented. Additional enrichment courses are provided in order to ensure the enhancement of the employability to the graduates who pass through the portals of this pristine Institution. Admission is opened to all the students, irrespective of religion, community, creed or sex.

2005 - 2006

UG

- B.Sc. Mathematics
- B.Sc. Physics
- B.Sc. Computer Science
- B.Com

2006 - 2007

UG

- B.A. Tamil
- B.Sc. Bio-Chemistry
- B.Com. with Computer Application
- BBA

2007 - 2008

UG

- BCA

PG

- M.Sc. (CS & IT)
- M.Com

2008 - 2009

UG

- B.Sc. IT

2011 - 2012

UG

- B.A. English

PG

- M.Sc. Mathematics

2014 - 2015

PG

- M.A. English
- M.Sc. Physics

2018 - 2019

PG

- M.A. Tamil

MEMBERS OF TEACHING FACULTY

DEPARTMENT OF TAMIL

1. **Mrs. M. Jansi, M.A., M.Ed., NET., DGT.,** **HOD**
2. Dr. M. Rajalakshmi, M.A., M.Phil, Ph.D.,DSS., NET., DCS.,Asst. Professor
3. Dr. A. Revathi, M.A., M.Phil, Ph.D., DGT., DCA., NET., Asst. Professor
4. Mr. K. Gobinath, M.A., M.Phil., B.Ed., Asst. Professor
5. Mr. I. Muniasamy, M.A., M.Phil., B.Ed, NET., Asst. Professor
6. Mrs. B. Sathiya Bama, M.A., M.Phil., B.Ed., SET., Asst. Professor
7. Mr. M. Murugesan, M.A., M.Phil., T.P.T., Asst. Professor
8. Ms. K. Murugeswari, M.A., M.Phil., NET., Asst. Professor
9. Mr. P. Rajapandi, M.A., M.Phil., Ph.D., Asst. Professor
10. Mr. M. Syed Kasim, M.A., M.Phil., Asst. Professor

DEPARTMENT OF ENGLISH

1. **Mr. A. Seeni Abdul Samad, M.A., B.Ed.,** **HOD**
2. Mrs. J. Jacintha Rani, M.A., M.Phil., B. Ed., Asst. Professor
3. Mr. V. Benedict, M.A., Asst. Professor
4. Mr. M. Murali, M.A., M.Phil., B.Ed., Asst. Professor
5. Mr. P. Lakshmanan, M.A., M.Phil., B.Ed., Asst. Professor
6. Mrs. A. Nageswari, M.A., M.Ed., Asst. Professor
7. Ms. R. Ilakkiya, M.A., M.Phil., B.Ed., Asst. Professor
8. Mrs. R. Rathika, M.A., M.Phil., Asst. Professor
9. Ms. A. Jerlin, M.A., B.Ed., Asst. Professor
10. Mrs. N. Thameemul Sulthana., M.E., Asst. Professor
11. Mrs. S. Kayalvizhi, M.A., M.Phil., Asst. Professor
12. Ms. A. Deepika Jeniet, M.A., M.Phil., Asst. Professor
13. Ms. R. Ilavarasi, M.A., M.Ed., Asst. Professor

DEPARTMENT OF MATHEMATICS

- | | |
|--|-----------------|
| 1. Mr. D. Nagaraju, M.Sc., B.Ed., | HOD |
| 2. Mr. A. Arokia Raj, M.Sc., M.Phil., B.Ed., | Asst. Professor |
| 3. Mr. S. Udhayakumar, M.Sc., M.Phil., B.Ed., | Asst. Professor |
| 4. Ms. T. Dhivya, M.Sc., M.Phil., B.Ed., | Asst. Professor |
| 5. Mrs. G. Thirumaniporselvi, M.Sc., M.Phil., | Asst. Professor |
| 6. Mrs. B. Govindammal, M.Sc., M.Phil., B.Ed., | Asst. Professor |

DEPARTMENT OF PHYSICS

- | | |
|---|-----------------|
| 1. Mrs. S. Maheswari, M.Sc., B.Ed., | HOD |
| 2. Mr. A. Jeyamani, M.Sc., M.Phil., B.Ed., | Asst. Professor |
| 3. Mr. M. K. Eswaran, M.Sc., M.Phil., B.Ed., | Asst. Professor |
| 4. Mr. B. Pavitha Anand, M.Sc., M.Phil., M.Ed., | Asst. Professor |
| 5. Mrs. S. Sathya, M.Sc., M.Phil., B.Ed., | Asst. Professor |
| 6. Ms. P. Ramyaselvi, M.Sc., B.Ed., | Asst. Professor |

DEPARTMENT OF COMPUTER SCIENCE

- | | |
|--|-----------------|
| 1. Mrs. J. Rajeshwari, MCA., MBA., B.Ed.,M.Phil., | HOD |
| 2. Mrs. S. Bruntha, M.Sc., M.Phil., | Asst. Professor |

DEPARTMENT OF INFORMATION TECHNOLOGY

- | | |
|---|-----------------|
| 1. Mr. B. Ramkumar, MCA., M.Phil., | HOD |
| 2. Mr. K. Thanga Durai, MCA., M.Phil., | Asst. Professor |
| 3. Ms. J. Gnana Regi, M.Sc., M.Phil., | Asst. Professor |

DEPARTMENT OF COMPUTER APPLICATIONS (BCA)

- | | |
|---|-----------------|
| 1. Mrs. S. Priyatharshini, M.Sc., M.Phil., | HOD |
| 2. Mrs. R. Suganya, MCA., | Asst. Professor |
| 3. Mrs. J. Jenifer, MCA., MBA., | Asst. Professor |
| 4. Mrs. M. Sugapriya, MCA., | Asst. Professor |

DEPARTMENT OF BIO-CHEMISTRY

- | | |
|---|-----------------|
| 1. Dr. A. Baskara Boopathy, M.Sc., M.Phil., Ph.D., | HOD |
| 2. Mrs. D. Jeeva, M.Sc., M.Phil., B.Ed., | Asst. Professor |
| 3. Mrs. J. Mahesh, M.Sc., M.Phil., | Asst. Professor |
| 4. Dr. S.N. Balaji, M.Sc., Ph.D., B.S.B.E., | Asst. Professor |

DEPARTMENT OF COMMERCE

- | | |
|---|-----------------|
| 1. Dr. R. Kalyan Kumar, M.Com., M.Phil.,M.B.A., Ph.D., | HOD |
| 2. Mrs. V. Sasirekha, M.Com., M.Phil., MBM., B.Ed., | Asst. Professor |
| 3. Mrs. S. Karthigaiselvi, MBA., M.Phil., | Asst. Professor |
| 4. Mrs. S. Kavitha, M.Com., M.Phil., | Asst. Professor |
| 5. Mrs. R. Rama Suganya, M.Com., M.Phil., | Asst. Professor |
| 6. Mr. P. Suresh, MBA., | Asst. Professor |
| 7. Ms. X. Jone, M.Com., M.Phil., | Asst. Professor |
| 8. Ms. K. Anitha Rani, M.Com., M.Phil., | Asst. Professor |

DEPARTMENT OF COMMERCE WITH C.A.

- | | |
|--|-----------------|
| 1. Mrs. K. Sujatha, M.Sc., M.Ed., | HOD |
| 2. Mrs. D. Jenitta, M.Com., M.Phil., B.Ed., | Asst. Professor |
| 3. Dr. C. Gowthaman, M.Com., M.Phil., Ph.D., | Asst. Professor |
| 4. Mr. S. Thambidurai, M.Com., M.Phil., B.Ed., | Asst. Professor |
| 5. Mr. Sarath Kannan, M.Sc., M.Phil., | Asst. Professor |

DEPARTMENT OF BBA

- | | |
|---|-----------------|
| 1. Mr. M. Muthukumaresan, MBA., M.Phil., | HOD |
| 2. Mr. V. Gowthamaraj, MBA., M.Phil., M.Com., | Asst. Professor |
| 3. Mrs. B. Sathiya Sugam, MBA., | Asst. Professor |
| 4. Mr. S. Ilamaran, MBA., | Asst. Professor |
| 5. Mr. M. Kabilan, MBA | Asst. Professor |

MEMBERS OF NON-TEACHING FACULTY

PHYSICAL EDUCATION

- | | |
|---|--------------------------|
| 1. Mr. T. Sugantharaj M.A., M.Phil., M.PEd., | Physical Director |
| 2. Mrs. C. Deepashanthini M.A., B.Ed., M.PEd. | Physical Director |

LIBRARY

- | | |
|---|------------------|
| 1. Mrs. L. Arul Pency DTED., B.A., C.L.I.S.C, | Librarian |
|---|------------------|

OFFICE STAFF

- | | |
|---|--------------|
| 1. Mrs. R. Ananthavalli, MCA., B.Ed., PGDCA., | Programmer |
| 2. Mrs. D. Thanga Rani, B.Sc., | Office Asst. |
| 3. Mr. M. John Kennady | Peon |
| 4. Mr. P. Palanivel | Office Asst. |
| 5. Mr. T. Praveen Pandiyan, BCA., | Lab Asst. |

CAUSSANEL GIRLS' HOSTEL

- | | |
|------------------------------------|------------|
| 1. Rev. Bro. L. Soosai Nathan, SHJ | Director |
| 2. Rev. Sr. Celine Vanamala | Warden |
| 3. Rev. Sr. Leena | Nurse |
| 4. M. Sivalingeshwari M.A., | Sub-Warden |

CAUSSANEL BOYS' HOSTEL

- | | |
|--|----------|
| 1. Rev. Bro. M. Michael Thangaraja SHJ | Director |
| 2. Mr. Michael | Warden |

DRIVERS

1. Mr. A. Sahaya Arulanantham
2. Mr. K. C. Johnson
3. Mr. G. Rajakumar
4. Mr. B. Ganesan
5. Mr. D. Chellappa
6. Mr. M. Palanisamy
7. Mr. Saruhasan
8. Mr. R. Vadivelraj
9. Mr. Ganeshkumar
10. Mr. Rajamohan
11. Mr. Sasikumar

SWEEPERS

1. Mrs. Maringi
2. Mrs. Ambigaieswari
3. Mrs. Nagalakshmi

GARDENER

1. Mr. S. Vaisool

WATCHMAN

1. Mr. A. Sundar Raj
2. Mr. P. Shanmugam

CONTACT US

Secretary	-	secretary@caussanelcollege.com
Principal	-	principal@caussanelcollege.com
Vice Principal	-	hari@caussanelcollege.com
Vice Principal	-	maha@caussanelcollege.com
Dean	-	dean@caussanelcollege.com
IQAC	-	iqac@caussanelcollege.com
Department of Tamil	-	tamil@caussanelcollege.com
Department of English	-	english@caussanelcollege.com
Department of ComputerScience	-	cs@caussanelcollege.com
Department of BCA	-	bca@caussanelcollege.com
Department of IT	-	it@caussanelcollege.com
Department of Maths	-	maths@caussanelcollege.com
Department of Physics	-	physics@caussanelcollege.com
Department of Biochemistry	-	biochem@caussanelcollege.com
Department of Commerce	-	commerce@caussanelcollege.com
Department of B.Com (CA)	-	bcomca@caussanelcollege.com
Department of BBA	-	bba@caussanelcollege.com
Exam cell	-	exam@caussanelcollege.com
Alumni Association	-	alumini@caussanelcollege.com
Placement cell	-	placementcell@caussanelcollege.com
COLLEGE PHONE NUMBERS	-	04567 - 272025, 272024
	-	8610447426
Website	-	www.caussanelcollege.com
COLLEGE MAIL ID	-	caussanel2005@gmail.com

COLLEGE COMMITTEES

IQAC

Mrs. K. HEMALATHA	Chairperson
Mrs. T. MAHALAKSHMI	Co-ordinator
Mrs. R. RATHIKA	
Mr. M. KABILAN	

UGC

Mrs. K. HEMALATHA	Chairperson
Mr. M. HARI PRAKASH	Co-ordinator
Mrs. K. MURUGESWARI	
Dr. S. N. BALAJI	

RESEARCH AND ONLINE COURSES COMMITTEE

Mrs. K. HEMALATHA	Chairperson
Mr. B. K. MATHAN NAGAN	Co-ordinator
Dr. A. REVATHI	
Mrs. S. BRUNTHA	

KALAM COMMUNITY BUILDING

Mrs. K. HEMALATHA	Chairperson
Mrs. V. SASIREKHA	Co-ordinator
Mr. A. AROCKIA RAJ	
Mr. M. SYED KASIM	
Mrs. A. NAGESWARI	

GUIDANCE AND COUNSELLING COMMITTEE

Mrs. K. HEMALATHA	Chairperson
Mrs. J. JACINTHA RANI	Co-ordinator
Mrs. S. SATHYA	
Mr. P. SURESH	

SEXUAL HARASSMENT & ANTI RAGGING COMMITTEE

Mrs. K. HEMALATHA	Co-ordinator
Mr. M. HARIPRAKASH	
Mrs. T. MAHALAKSHMI	
Mrs. K. SUJATHA	

DISCIPLINARY ACTION COMMITTEE

PRINCIPAL	Co-ordinator
VICE PRINCIPALS	
DEAN	
ALL HOD's	

EXAMINATION COMMITTEE

Mrs. K. HEMALATHA	Chairperson
Mrs.T. MAHA LAKSHMI	Co-ordinator
Mr. B. K. MATHAN NAGAN	
Mr. S. UDHAYA KUMAR	
Mr. S. ILAMARAN	
Mr.B. RAMKUMAR	

PLACEMENT CELL

Mrs. K. HEMALATHA	Chairperson
Mr. M. MUTHUKUMARESAN	Co-ordinator
Ms. T. DIVYA	
Mrs. S. KAYALVIZHI	
Mr. K. THANGADURAI	

ENTREPRENEURSHIP CELL

Mrs. K. HEMALATHA	Chairperson
Mr. M. KABILAN	Co-ordinator
Mrs. B. SATHIYA SUGAM	

NSS (Programme Officers)

Mrs. K. HEMALATHA	Chairperson
Mrs. J. RAJESHWARI	Unit - 75
Mr. K. GOBINATH	Unit - 74

YRC (Programme Officers)

Mrs. K. HEMALATHA	Chairperson
Mr. M. MURALI	Programme Officer
Mrs. R. SATHYABAMA	
Mrs. R. ILAKIYA	

RRC (Programme Officers)

Mrs. K. HEMALATHA	Chairperson
Mr. V. GOWTHAMARAJ	Programme Officer
Mr. M. MURUGESAN	
Mrs. G. THIRUMANI PORSELVI	

AICUF/YCS/YSM

Mrs. K. HEMALATHA	Chairperson
Mr. V. BENEDICT	Co-ordinator
Mrs. M. JANSI	

ALUMNI ASSOCIATION

Mrs. K. HEMALATHA	Chairperson
Mr. A. JEYAMANI	Co-ordinator
Mr. S. THAMBIDURAI	
Mrs. RAMA SUGANYA	

TRANSPORT COMMITTEE

Mrs. K. HEMALATHA	Chairperson
Mr. M. K. ESWARAN	Co-ordinator
Mr. SEKAR	

SCHOLARSHIP COMMITTEE ((SC / ST) / MINORITY)

Mrs. K. HEMALATHA	Chairperson
Mr. I. MUNIYASAMY	Co-ordinator
Mrs. B. SATHIYA SUGAM	
Mr. A. AROCKIA RAJ	

CULTURAL COMMITTEE

Mrs. K. HEMALATHA	Chairperson
Mrs. B. SATHIYA SUGAM	Co-ordinator
Mrs. D. JENITTA	
Mr. B. PAVITHA ANAND	
Mrs. N. KARTHIGAI SELVI	

WOMEN CELL

Mrs. K. HEMALATHA	Chairperson
Mrs. S. MAHESWARI	Co-ordinator
Dr. M. RAJALAKSHMI	
Mrs. R. SUGANYA	
Mrs. S. KAVITHA	

MAGAZINE COMMITTEE

Mrs. K. HEMALATHA	Chairperson
Dr. A. REVATHI	Co-ordinator
Mr. S. ILAMARAN	
Mrs. R. RATHIKA	
Mrs. J. MAHESH	
Ms. A. JERLIN	

CERTIFICATE COURSE

Mrs. K. HEMALATHA	Chairperson
Mr. D. NAGARAJU	Co-ordinator
Mr. R. KALYANKUMAR	

CAMPUS MANAGER

Mrs. K. HEMALATHA

Chairperson

Mr. A. SEENI ABDUL SAMAD

Co-ordinator

TN COUNCIL FOR SCIENCE AND TECHNOLOGY

Mrs. K. HEMALATHA

Chairperson

Mr. A. BASKARA BOOPATHY

Co-ordinator

Mr. P. LAKSHMANAN

Mr. P. RAJAPANDI

LIBRARY CLUB

Mrs. K. HEMALATHA

Chairperson

Dr. C. GOWTHAMAN

Co-ordinator

Mrs. L. ARUL PENCY

Mrs. L. MALARVIZHI

Mrs. J. JENIFER

Mr. K. SARATH KANNAN

UG COURSES OFFERED 2019 - 2020

1. B.A., Tamil
2. B.A., English
3. B.Sc., Mathematics
4. B.Sc., Physics
5. B.Sc., Computer Science
6. B.Sc., Information Technology
7. Computer Applications (BCA)
8. B.Sc., Bio-Chemistry
9. B.Com
10. B.Com with CA
11. BBA

PG COURSES OFFERED 2019 - 2020

1. M.A., Tamil
2. M.A., English
3. M.Sc., Mathematics
4. M.Sc., Physics
5. M.Sc., (CS & IT)
6. M.Com

COURSE PATTERN

UNDER GRADUATE COURSES

Part-I : Language - Tamil, Hindi

Part-II : English

Part-III : Core Courses, Allied Courses and Electives

Part-IV :
Environmental Studies
Skill Based Subjects
Non-major Elective

Part-V : Extension Activity

Note:

Students who have taken French / Hindi as Part I, must choose two courses in Tamil under Part IV and should have passed in these two courses in Tamil to qualify for the degree in under graduate courses.

ADMISSION PROCEDURE

Request for Application:

- i) Applications can be obtained from the College office, on payment Rs.100.
- ii) Applications can be had either in person or through post.
- iii) Candidates can also download application form from the College website www.caussanelcollege.com and apply online as well.

The following documents are required to be enclosed along with the filled-in application form:

- i) A photo-copy of entry qualification of HSC/ Diploma Certificate & Degree / Provisional Certificate.
- ii) A photo-copy of the Statement of Marks (HSC/Diploma/ Degree).
- iii) A photo copy of Community Certificate.
- iv) Two recent Passport size colour Photographs for candidate and a recent size photograph for parent/guardian.
- v) Income certificate (for those who want to apply for Scholarship).

Submission of filled-in Application:

Candidates should submit the filled-in application form, along with the required documents, during the office hours (09.30 a.m. to 4.00 p.m.) on all working days, before the stipulated date.

SELECTION CRITERIA

i) For all UG Programmes

Eligibility Criteria

A pass in the Higher secondary Examination (Academic/Vocation stream) Conducted by the Government of Tamilnadu or an Examination accepted as equivalent there (like PUC) by the syndicate, subject to such condition as may be prescribed therefore.

Selection basis

On the basis of the minimum qualifying marks in the Higher Secondary Examination / PUC as fixed by either the Govt of Tamilnadu or the syndicate subject to such condition as may be prescribed therefore.

ii) For all PG Programmes

Eligibility Criteria

A pass marks obtained in the Qualifying Degree exam.

Selection basis

On the basis of minimum 50% of the marks to be obtained in the qualifying degree examination.

Provisionally selected candidates will be intimated by over the phone/ post.

Admission Requirement: All selections are PROVISIONAL ONLY, until fulfilment of all eligibility and other requirement criteria.

On receipt of admission intimation, candidates willing to join the course should submit their prescribed ORIGINAL certificates with an undertaking signed by their Parents/Guardians. They must remit the fees either annually/semester-wise within the stipulated date, as prescribed by the college.

NOTE:

Selected candidates who do not report on the joining date and/or do not pay the required fees within the prescribed period will forfeit their seats.

Selected candidates should submit the following Original Certificates to the college office at the time of admission.

ORIGINAL CERTIFICATES: Original Cumulative Statement of Marks/ Grade Certificates, Provisional Certificate, Transfer Certificate of the qualifying degree, Community Certificate (for verification and return) and Medical Fitness Certificate. Two Passport-size photo-graphs need to be produced then.

- Separate Hostel facilities (Board & Lodging) are available for male and female candidates.

- Those who need Hostel accommodation may approach the Directors of the respective Hostels, by producing their admission-fee receipts.

- Hostel fees are fixed by the Hostel authorities at the time of admission every year.

- Selected candidate who wants to discontinue before the completion of the semester for any reason should remit all the full fees including the course fee, bus fee and all the fees fixed by the college. No original certificate will be issued unless all the fees will be are paid.

- Once the fees paid to the college after the admission to the courses, no fee refunded at any cost. If necessary, the refund of fees will be decided by the management depending on the reason and duration of stay at the college.

For the change of course

The change of Course after the admission can be done on the basis of the availability of the seat in the department as well as on the basis of the merit only.

CHOICE BASED CREDIT SYSTEM (CBCS)

REGULATIONS

(For ALL UG Programmes)

(Applicable to all the candidates admitted from the academic year 2019 - 2020 onwards)

1. ELIGIBILITY

i) **For Admission:** A pass in the Higher Secondary Examination (Academic / Vocations Stream) conducted by the Government of Tamilnadu or an examination accepted as equivalent there to (like PUC) by the Syndicate, subject to such conditions as may be prescribed therefore.

- **BBA, B.Com and B.Com with Computer Application**

Provided that the candidates who have passed the qualifying examination with Commerce / Accountancy as one of the subjects of study shall only be considered in admission to BBA, B.Com and B.Com with Computer Application Degree programme.

- **B.Sc - Mathematics and Physics**

Provided that the candidates who have passed the qualifying examination with Mathematics, Physics and Chemistry shall only be considered in admission to B.Sc. Mathematics and B.Sc. Physics.

- **B.Sc - Bio-chemistry**
Provided that the candidates who have passed the qualifying examination with Botany, Zoology and Biology shall only be considered in admission to B.Sc. Bio-chemistry.

 - **B.Sc - Computer Science, Information Technology and BCA**
Provided that the candidates who have passed the qualifying examination with Computer Science shall be considered for 2/3rd of seats and 1/3rd seats for Non-computer science students admission to B.Sc. Computer Science, B.Sc. Information Technology and BCA.
- ii) **For the Degree:** The candidates shall have subsequently undergone the prescribed course of study in a College affiliated to this University.

2. DURATION

The UG course is for a period of three years and PG course is for a period of two years. Each academic year shall comprises of two semester viz. Odd and Even semesters. Odd semester shall be from June / July to October / November and Even Semester shall be from November / December to April /May.

3. THE CBCS SYSTEM

All programmes (named after the core subject) mentioned earlier shall be run on **Choice Based Credit System (CBCS)**. It is an instructional package developed to suit the needs of students to keep pace with the developments in higher education and the quality assurance expected of it in the light of liberalization and globalization in higher education.

4. SEMESTERS

An academic year is divided into two semesters. In each semester, courses are offered in 16 teaching weeks and the remaining 4 weeks are to be utilized for conducting examinations and evaluation purpose. Each week has 30 working hours spread over 5 / 6 days a week.

5. COURSE

Each course is to be designed variously under lectures / tutorials / laboratory or field work / seminars / practical training / assignments / term paper or report writing etc., to meet effective teaching and learning needs.

6. EXAMINATIONS

- There shall be examinations at the end of each semester, for odd semester in the month of October / November, for even semester in April / May. Those who does not pass the examination in any course(s) shall appear in the subsequent examination which will be conducted during October / November or April / May.

- A candidate should get registered for the first semester examination. If registration is not possible owing to shortage of attendance beyond condonation limit / regulations prescribed or belated joining or on medical grounds, the candidates are permitted to move to the next semester. Such candidates shall Re-Do the missed semester after completion of the programme.
- The results of all the examinations will be published through the University website.

7. RE-DO

Students who have below 60% of attendance are not eligible to appear for the University examination. They shall Re-Do the semester(s) after completion of the programme.

8. UNIVERSITY RANK

Top ten scorers in the University Examination among all the affiliated Colleges of the Alagappa University in each discipline will be declared as University Rank Holders.

9. TRANSFER OF CREDITS

Students are permitted to transfer their course credits from Centre for Distance Education (CDE) of Alagappa University to Regular Stream and vice-versa.

Punishment for the malpractice in university Examination

If any student finds doing malpractice during the university examination, the student will be debarred from writing the examination in the subsequent two semester in the following occasions.

- The Candidates facilitating the other candidates(s) to copy from his/her answer script.

- The candidate possessing any incriminating material(s) (whether used or not). For example - written or printed materials, bits of papers containing written information, writings on scale, calculator, kerchief, dress, part of the body, Hall ticket etc..

- The Candidates possessing cell phone(s)/ programmable calculator(s)/any other electronic storage device(s) and containing incriminating materials (whether used or not For example - written or printed materials, bits of papers containing written information, writings on scale, calculator, and kerchief, dress, part of the body, Hall ticket etc..

- The Candidates possessing cell phone(s)/programmable calculator(s)/any other electronic storage device(s) and containing incriminating materials (whether used or not).

- The Candidate possessing the answer scripts of another candidate.

Certificate Courses

The College offers different certificate courses to all the students with an aim of imparting employable skills and hands on experience for jobs which demands modern and latest advancement at rapid pace in all discipline. Every student from each department must register atleast one certificate course offered by anyother departments every year. The name of the Courses offered by the college.

Examination Pattern

The examination for all the certificate courses will be held after the completion of the course at the end of the academic year. The results for the examination will be published along with university results and the student will be awarded with a certificate.

Examination	Maximum Mark	Total Marks	Duration of Examination	Minimum mark to Pass	Pass Mark
Theory	50	100	2	20	40
Practical	50		2	20	

The grade will be awarded to the students based on the marks obtained in the examination as given below.

Grade	Range of Marks
A	90-100
B	75-90
C	65-75
D	40-65
Re -Appear	Below 40

Re-appearing for the Examination

Any student failed in the examination can re appear the examination as announced by the exam cell after paying Rs.50 for each paper.

Terms and Condition

- The student must pay the certificate fees in advance well before the last date of fee payment as announced by the management.
- Any student who failed to remit the certificate course fees along with all the college fees will be barred from writing any examination either theory or practical.

Additional Skill- Enrichment Courses

In addition to the university prescribed subjects, the college offers Skill-enrichment Courses such as soft skill, moral and computer skill (for non-computer students) for all the students in order to instil moral values and skills required to get employed and become the good citizen.

Placement Assistance Services

The Placement and Training Cell of the college conducts placement training programme for all the students in order to prepare them for various competitive examinations. They are

- Special coaching classes for TNPSC Exams, Bank and Railway Examination.
- Special coaching classes for the TANCET examination.
- ‘Learner-Entrepreneur’ meets conducted by the Entrepreneurial Club to promote self-owned business.
- ‘My Road to Success’ (Interaction between the students and an already employed /careerwise successful alumnus) programmes to motivate the learners in matters of career development.
- Students are send to Special Job Fairs in order to help them choose the right career.

Physical Education

The college is committed to invest in promotion and development of sports activities at various level. Sports are vital to the holistic development of young people which foster their physical, social, emotional health and thus enhancing their life skills. In connection with it, the college has appointed two physical directors to oversee/supervise the physical activities and general discipline of students. One hour per week in the student's regular timetable is allotted to sports activities. The department of Physical education is part of the college and has been well equipped with infrastructure for conducting the games, track events and field events.

The Achievements in Sports:

- Our College is a four time consecutive winner in ***Runner-up Cup*** for Cricket at university level tournament from academic year 2014-2015 To 2017-2018.

- The College won ***the Runner-up Cup for Table Tennis for Women*** In the academic year 2018-19 at University level tournament.

- The College has produced **23 University players**.

- Two girl students have been selected for state level Table tennis.

- Two students had been selected for **State Level Kabaddi Tournament** in 2018-19.

- Three women students have been selected for **Kho-Kho at a State level Competition** in 2017-2018.

- In 2017, Two students have been selected for **State Football match**.

1. FEE STRUCTURE

Fees for every course will be notified at the beginning of the academic year. **Once admitted, fees will not be refunded. Students discontinuing a course will be required to pay the entire course fee to be eligible for issue of Transfer Certificate.**

Students applying for scholarship and free studentship will pay the tuition fees until the scholarship is granted. **Concessions will be withdrawn if unsatisfactory progress or misbehaviour is observed.**

2. ISSUE OF CERTIFICATES AND DOCUMENTS

If any student, past or present wishing to obtain a transfer, conduct or bonafide certificate, must apply to the College office through a requisition letter with the Principal's concern. No certificate will be posted unless a stamped self-addressed envelope is sent together with the application. Those who want the Transfer Certificate should bring one of their parents or their legal guardian.

- No certificate shall be granted, unless a student has maintained the attendance prescribed by the College and abide by the rules and regulations of the College during the year.
- Certificates will be issued only when all dues to the College are paid.
- Students applying for a Transfer, Conduct and Course Certificate shall be issued the same on payment of the required fee.

- Every application for a certificate shall be made at least 3 days before the certificate is required and shall contain all the particulars of the students.

3. ATTENDANCE

All the students must ensure minimum 80% of attendance to write University examination. If any student is short of the required percentage of attendance, he/she will not be allowed to write any kind of examination as stipulated by the University such as theory, practical and also skill based examination.

i) 80% of attendance is necessary for being admitted to the University Examinations, as per College academic council decision.

ii) Regular attendance at all classes is insisted upon in this College.

iii) No one shall absent himself / herself from class without proper intimation.

iv) The staff members shall take attendance at the beginning of each period.

v) A student who is not in the class when attendance is taken shall be marked as absent. If a student is absent even for one hour **he / she shall lose attendance for half-a-day.**

vi) The attendance of each student will be totaled at the end of the semester. Periodic information will be sent to the parent or guardian of the student for information and suitable action will be taken.

vii) A student should apply for leave only in the prescribed form. Leave may be granted only at the discretion of the principal.

4. ASSIGNMENTS

In general, every student is expected to submit an assignment in each subject for each semester. The choice of the assignment, its nature and the time limit for submission will be decided by the faculty concerned. No assignments will be accepted after the stipulated date and it will entail **loss of marks under this head.**

5. IDENTITY CARD

Every student will be provided with an identity card which he / she must wear as long as he / she is enrolled in this College. Whenever he / she approaches the office / departments on academic or administrative matters, he / she must produce his / her identity card.

No request will be entertained without the production of the identity card. Along with the hall-ticket, the identity card should also be brought for taking any examination, theory or practical. ID card should be always worn around the neck in the campus.

RULES AND REGULATIONS

i) STUDENT LEADERSHIP - Students are encouraged to develop leadership quality among themselves. We elect students representative from each class who form part of the advisory body. Student leadership plans class activities and common events in the College. It is a great way to GET INVOLVED.

ii) SOCIALS - Socials will be held once per semester for all students. Socials are held in the afternoon depending on the activity. Students are encouraged to invite family members to attend and participate.

iii) EXTRA CURRICULAR ACTIVITIES - Our College puts a high priority on scholastic achievement, positive personal attitudes, and behaviour of our students. We consider it a privilege, not a right to participate in our extra-curricular activities and certificate courses that are offered by the College.

iv) STUDENT SERVICES

1. Caussanel Guardian System - Caussanel College is staffed with faculty counsellors. It is not always possible to meet with a counsellor on a drop-in basis; making prior arrangements with the concerned department is advised. The counselling office provides many vital services to our students and parents.

- Registration and course selection information are provided to students as well as orientation to the College and instructional programs.
- Students are assisted in solving personal problems.
- The counsellor will act to facilitate communication between students and their parents, teachers, administrators and/or peers.

- The counselling office provides information on personal and social services available in the community.
- The counselling office maintains the cumulative record for each student.
- The counselling office acts as a liaison to students and parents to help obtain special education services.
- Monitoring of attendance, behaviour and academic progress can be initiated by parents through the counselling office.
- The counselling office coordinates Student Success Team.

2. Dispensary - A professional nurse, psychologist, are provided as and when needed. Students can avail their service with the permission of their parents.

3. Emergency Cards - An emergency card must be completed by parents at the time of admission in the College and kept up-to-date and accurate throughout the College year. Incomplete or inaccurate data could endanger a student's life if an emergency occurred. Parents are requested to update any information on the card as soon as possible if a move occurs during the College year.

4. Illness at College - A student is not to be sent to College with a fever/any illness. Parents are expected to carefully monitor their wards for illness. A low-grade fever, complaints of a sore throat or a cough may be "viral" in nature but are still contagious. Sending a student to College when ill increases the risk for infecting other students and faculty. such parents will be called to the college to take the students back home for treatment.

The presence of other symptoms to a significant degree, warrants keeping the students at home an additional day. These include Cough, Nasal Congestion, Stomach ache, Vomiting, and Diarrhoea. If a student is vomiting at the College he/she will be sent home.

5. Medication at College - In order to assist a student taking prescribed medication at College, a “Medication During College Hours” form must be on file, completed by the physician and parent detailing the method, amount and time schedule by which medication is to be taken. Forms for this purpose are available in the College office. No medication of any kind may be administered to a student unless the above conditions are met.

6. Accident Insurance - Optional insurance plans for accident coverage are available to students at a modest cost. The choice of the plans to be offered is determined each year by the College Management Committee. Information and forms for application for the insurance are sent out each year with students’ registration packets. After registration, information and forms for application for the insurance may be obtained in the main office.

7. Physical Examinations - All new students are requested to file a report of a physical examination. Students participating in College sports or any activity of a strenuous nature are urged to have an examination on file prior to the start of practice.

ATTENDANCE

1. Reporting And Clearing An Absence - Being in class, on time and ready to learn, is one of the most important keys to success in College. In the event that a student is absent, a parent should call the HOD/faculty in charge. The call must be made each day the student is absent. Students are not to call in their own absences.

2. Tardy (Late) Policy - It is our belief that being on time to classes, meetings, and appointments directly relates to success in College and future career. When a student enters the classroom late, disruption occurs. Therefore, all students should be at College no later than 9:10 a.m. (first bell). If a student arrives at College after this time, a short note or phone call is required from the parents.

We understand that there may be occasional problems encountered when coming to College. We value each minute of the College day and promote student responsibility and accountability based on prompt arrival to College. Subsequent tardies will result in additional detentions and administrative action including, but not limited to, placement on a student attendance contract and referral to College Disciplinary committee.

Accumulated tardies within the semester will receive the following consequences: the fifth tardy will result in a penalty or detention, the seventh tardy will result in an internal mark cut/penalty and **ten tardies or more will result in a Suspension/termination.**

3. Leaving College During the Day - If a student is to go out of the College before the end of the College day, a note must be presented to the Principal before College begins. The note must contain the student's name, date, time of dismissal, and parent/guardian's signature. After turning in the note, a "Permission-to-leave" or "out pass" will be given to the student. At the beginning of the period, the Permission-to-leave or out pass should be shown to the teacher. The parent/guardian is then required to sign-out in the attendance office, indicating the exact time of departure. Upon return, the student must check into the office and turn in the signed Permission-to-leave. If the student does not have a note, the student must be signed in and/or out through the attendance window. Students who leave campus without a pass during the day will receive a CUT. Students arriving late to College after attending a doctor appointment must have verification of the appointment to clear the absence; this may be obtained from the doctors' office. Students arriving after the tardy bell, who have not had an appointment, MUST be signed in by a parent or have a note from the parent with a reason for the tardy.

4. Cutting Class - Students who are absent from their assigned class or area without permission will be considered cutting class. Cutting class is considered to be a major violation of College rules and it will be referred to the administration. Consequences for cutting class will result in College detention/suspension.

1. HOMEWORK REQUESTS - All of our faculty members give homework/assignment/project. If a student is absent he/she should check for assignments missed. If a student does not have access to and is absent two or more consecutive days from College, they may call the faculty on the third day to request make-up home work. The faculty will attempt to assemble the assignments (per request) so that the work may be picked up the same day as requested.

2. MAKE-UP HOME WORK - Arrangements for make-up work, after absences, are the responsibility of the student. Students should check with their friends/ class Reps while they are absent to get and keep up with assignments missed. Upon return, students should check with faculty to make sure there were not any additional assignments missed.

3. TEXTBOOKS/STUDY MATERIAL - Each student will be given a set of textbooks/study material to use at home on payment. Students are expected to keep all textbooks/study material in good condition. Lost books must be paid for by students before duplicate copies will be issued. **The student is financially responsible for lost, stolen, or damaged classroom and library books.**

4. SUBSTITUTE TEACHERS - When a faculty is absent, students are expected to be on their very best behaviour. They are to follow the instructions and requests of the substitute faculty at all times. Students are to expect that regular classroom procedures may be different but regardless they are to follow the substitute faculty's directions. Inappropriate behaviour will be reported to the class incharge and administration and disciplinary consequences may result.

5. DISCIPLINE CODE AND BEHAVIOR GUIDELINES

Caussanel College Management develops a Discipline and Behaviour Code of its own in line with the University policy to ensure the success of students. Faculty and parents must work together to support the appropriate behaviour necessary at College in enforcing the rules of the College. Students must understand that their actions do have consequences.

STUDENTS WILL BE HELD ACCOUNTABLE FOR APPROPRIATE BEHAVIOR, REGULAR COLLEGE ATTENDANCE, AND CONTINUALLY STRIVING FOR ACADEMIC AND CO-CURRICULAR SUCCESS.

6. CONDUCT POLICIES

A safe and positive learning environment is essential for the optimum development of each student and for quality education. College is expected to provide an orderly, caring, and non-discriminatory learning environment in which all students feel comfortable and take pride in their College and in their personal achievements.

To achieve this goal, faculty members are expected to teach students the meaning of equality, human dignity, and mutual respect, and to employ learning strategies that foster positive interactions among students from diverse backgrounds. College personnel must prevent and protect against behaviour which threatens the safety of individuals or property, or which disrupts learning. College personnel shall model positive behaviour and attitudes that are respectful of all individuals.

6.1 Students Conduct

Students are expected to act respectfully towards all other students and faculty. They are not permitted to demean, tease, ridicule, or intimidate others by word, action, or sexual harassment. Dress and grooming standards shall be established at our College.

a) Students shall be prohibited from wearing buttons, badges, armbands, or other insignia which are obscene, libellous, or slanderous according to current legal definitions; or that express or advocate prejudice towards another based on gender, religion, caste, age, ancestry, origin, ethnic group, marital or parental status, physical or mental disability, or the perception of one or more of such characteristics or any other unlawful consideration.

b) Alcoholic beverages, illegal substances, or which detract from the learning environment are also prohibited.

c) Appropriate footwear is required for all students.

d) Students shall be restricted from wearing clothing and/or accessories that imply gang affiliation.

6.2 Effort

Students shall comply with class requirements for the completion of assignments. Student participation in classroom activities may be included in internal mark. Students are expected to respect the rights of others, including personal and property rights, so as to permit all students to benefit from the educational program.

7. POSITIVE COLLEGE CLIMATE AND STAFF

The Governing Board desires to enhance student learning by providing an orderly, caring, nurturing, and non-discriminatory educational and social environment in which all students can feel safe and take pride in their College and their achievements. The College environment should be characterized by positive interpersonal relationships among students, among faculty and between students and faculty.

All faculty are expected to serve as role models for students by demonstrating positive, professional attitudes and respect toward each student and other faculty members. Teachers shall use effective classroom management techniques based on clear expectations for student behaviour.

Faculty shall consistently enforce our College rules and regulations for appropriate student conduct, including prohibitions against bullying, cyber bullying, harassment of students and faculty, other violence or threats of violence against students and faculty.

8. NON-DISCRIMINATION/HARASSMENT/ANTI-BULLYING

All activities inside the campus shall be free from discrimination, including harassment, intimidation or bullying with respect to a sex, gender, caste, gender identity or gender expression, identification, race, ancestry, religion, colour, physical or mental disability, marital or parental status, age and the perception of one or more of such characteristics, or association with a person or group with one or more of these actual or perceived characteristics.

The management desires to provide a safe College environment that allows all students equal opportunities in admission and access to other educational support, guidance and counselling programs, athletic programs, exam procedures, and other activities.

The Management prohibits discrimination, harassment, intimidation or bullying of any student by any employee, student or other persons. Faculty shall be alert and immediately responsive to student conduct which may interfere with another student's ability to participate in or benefit from College services, activities or privileges.

Prohibited discrimination, harassment, intimidation or bullying includes physical, verbal, nonverbal or written conduct based on one of the categories listed above that is so severe and pervasive that it affects a student's ability to participate in or benefit from an education program or activity; creates and intimidating, threatening, hostile, or offensive education environment, has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

The Management also prohibits any form of retaliation against any student who files a complaint or report regarding an incident of discrimination, harassment, intimidation, or bullying.

Students who engage in discrimination, harassment, intimidation, bullying, or retaliation in violation of the law is subject to appropriate discipline, up to and including counselling, suspension and/or expulsion. An employee who permits or engages in discrimination, harassment, intimidation, bullying, or retaliation shall be subject to disciplinary action, up to and including dismissal.

9. POLICY ON SEXUAL HARASSMENT

It is the policy of the Management which provides an educational and work environment free of unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct or communications constituting sexual harassment, as otherwise prohibited by Tamilnadu Government.

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under and of the following conditions:

Submission to the conduct is explicitly made a term or a condition of an individual's employment, academic status or progress.

Submission to, or rejection of, the conduct by the individual is used as the basis for employment or academic decisions affecting the individual.

The conduct has the purpose or effect of having a negative impact upon individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.

Submission or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honours, programs, or activities available at or through the educational institution.

Other types of conduct which are prohibited and which may constitute sexual harassment include:

Verbal or written conduct: making derogatory comments, including epithets, slurs, jokes, etc., sexual propositions or flirtations, graphic commentary about an individual's body; sexually degrading words used to describe an individual; suggestive or obscene letters, notes or invitations; spreading sexual rumours.

Visual conduct: leering; making sexual gestures; displaying sexually suggestive objects, pictures, books, magazines, etc.

Physical conduct: inappropriate touching or impeding one's movement. Every student, employee or applicant has the right to be free from sexual harassment from adults and/or students in the work or educational setting.

9.1 Complaint Procedure:

Step 1- Informal Resolution: It is desirable that problems and complaints of alleged sexual harassment be resolved promptly and equitably. If possible, such problems and complaints should be resolved in an informal manner.

Students and employees are encouraged, but not required, to inform the offender directly that his/her conduct is unwelcome or offensive and must stop.

Step 2- Verbal or Written Complaint: Students should follow complaint procedures designated.

9.2 Sexual Harassment: A student should initiate a complaint to class incharge or HOD verbally or in written form. The complaint should include information regarding the name(s) of the person(s) who engaged in offensive conduct, the description of the offensive conduct (i.e. when and where the conduct occurred, the number of times it occurred, and informal attempts at resolution), and the names of any witnesses.

Employees or applicants for employment who feel that they have been sexually harassed should contact the Principal or the Secretary.

10. APPROPRIATE USE OF TECHNOLOGY

The fundamental principles behind these policies are that students should never do anything that harms another student or prevents them from learning. Any use of technological media that interrupts with a student's right to learn will not be tolerated. Electronic media includes, but is not limited to: social networking sites, chat rooms and discussion groups, instant messaging, text messaging, computers, cell phones and personal digital devices, digital cameras, cell phone cameras, and web cams. As new technologies emerge, they too may be included with the above forms of electronic communication. Examples of this behaviour include but are not limited to:

Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of sexually explicit, graphic, or disruptive nature on any device is prohibited on a College campus.

If the conduct occurs off College and causes or threatens to cause a substantial disruption at College or interferes with the rights of students or College faculty to be secure, College administration may impose consequences. The administration may also report the cyber bullying or harassment to the police.

11. GENERAL RULES OF THE LIBRARY

1. All the students are expected to become registered member of the library.
2. All the students have open access for borrowing books.
3. The borrowed books should be returned within 5 days as stamped on the due-date slip.
4. An overdue charge of Rs 1/- per book per day will be collected from the defaulter.
5. Defaulter will not be allowed to borrow books unless they clear the overdue.
6. In case of serious damage to the book, the borrower has to replace the book.
7. Loss of library books should be immediately reported to the Librarian. If not found, books must be replaced or double the cost of books should be paid.
8. Journals will not be issued, but can be read in the reading room.

9. On entering the library, presentation of the identity card, personal books and belongings should be deposited at the property counter.

10. The book in the reference library must be handled with care.

11. Students are advised to leave the reference books on the table itself, after use. The reference books are to be used only within the reference section.

12. The students reading room will be kept open from 09.30 am to 3.30 pm.

12. RULES AND REGULATIONS FOR THE USE OF COLLEGE BUS

1. College students are welcome to use college transport facility on payment, it provides greater safety and convenience to students. Much of their time can be saved by availing this facility since these buses commute straight to the college from their starting point.

2. Those who would like to use College bus will have to buy a special application for use of transport from the College office every year and they must fill all the details, and it should be counter signed by the transport co-ordinator and the Principal and then only it is considered accepted.

3. Every bus will have a staff who will be in-charge of law and order and he / she will maintain attendance.

4. Those who use college bus must have a special bus ID, whenever the students travel in the bus it should be with them.

5. Students should come and wait in their bus stop 15 minute earlier than their schedule time. Depending on the traffic on the road the bus will arrive to their stop.

6. Students should not use mobile phone in the bus.

7. No music should be played in the bus.

8. Students may speak among themselves in an animated voice without disturbing other students in the bus.

9. Students should never distract the driver while driving by way of talking or picking up any argument.

10. Students should not leave any of their belonging in the bus. Management is not responsible for the loss.

11. Students should not throw wastage and unwanted things in the bus.

12. Students must behave responsibly in the bus, without any damage to any part of the bus. If they do so they will be charged with penalty.

13. Students should not stand or sit on the foot board while travelling.

14. Students must pay the bus fee in the first week of every month, any delay in payment will amount to penalty.

15. If a student wants to discontinue the use of college bus then he/she will have to write a letter of request addressed to the Principal stating the reason for withdrawal. Only on approval of the Principal withdrawal application will be accepted otherwise any withdrawal without notice will be considered as use of the transport.

16. If a student wants to change the stage or place of their boarding point he/she should give in writing the date of change and place to the transport co-coordinator and it should be approved.

17. No celebration of any kind is strictly prohibited in the Bus.

18. Students must not involve in any misbehavior or conflict among themselves.

19. Usually transport fess is fixed at the beginning of every academic year but in the recent years diesel price is hiked several times a year. Therefore, once in three months transport fees will be revised taking into account diesel price.

20. College management reserves all the right to reject / discontinue any student using the transport facility of the College on misbehavior in the bus / for non payment of bus fees.

13. TOUR POLICY

1. The College organizes educational tour for both UG and PG students every year.

2. All the final year students will have 2 or 3 days and the I and II year students will have one day for excursion.

3. Students with chronic sickness / major physical ailment / penal record will not be allowed to partake in the educational tour.

4. The management reserves the right of participation to students in the tour.

5. The destination and number of days of travel for the excursion will be decided by the management after appropriate consultation with respective department HOD and the Principal.

6. The HOD of the respective department submits the proposal of tour to the Principal one month prior to the date of journey.

7. The Management reserves the right to approval – either to approve or to cancel the proposal at any time for valid reasons.

8. Once decided about the date and destination the students pay their excursion amount directly at the college office. The excursion fee will be fixed by the college management.

9. 15 days prior to the date of journey all payments must be made at the college office, only those students who paid their fees in time will be allowed to participate in the excursion.

10. Once payment is made and reservation is done it is confirmed, in case if there is a cancelation for some valid reason only 50% of the payment will be refunded.

11. The management will arrange the transport, lodging, food and overstay during the excursion.

14. INDUSTRIAL VISIT

The staff in-charge of each class and the HOD are responsible to organize the Industrial visits for all the second year students to give them practical exposures and hands on experience to the real work environment. In the beginning of the academic year, the HOD of every department must identify the prominent industries related to their discipline to visit and submit the proposal with industrial visit permission from the industry to the principal atleast one month prior to the visit.

The College takes care of the all the arrangement of the visit such as transport, food and lodging. The students participating in the programme should pay the fee as fixed by the management. The college reserves the right to approve or cancel the visit for any valid reason.

15. INTERNAL EXAMINATIONS

Internal marks are awarded to students of different discipline on the basis of their merit not at random. The marks obtained in the all three internal exams will be taken in to account for awarding internal marks. Besides the percentage of attendance, the participation and performance during the seminars, assignment given all these will be taken into account. The performance in the internal exams and model practical (if applicable) shall be given much preference in awarding marks. If a student is not attending any internal exam, model practical (if applicable) or ensuring minimum percentage of attendance (below 85%) will be failed. At the end of the semester the consolidated internal marks will be displayed on the respective department notice board.

16. DRESS CODE

During working hours of the College, students should be in proper uniform with ID and black shoes in the alternative weak days(monday, wednesday and friday) and on all the other days the students are expected to be in simple and modest formal dress.

Boys:

Boys students are expected to be in formals and are not allowed to wear low hip pants, transparent shirts, jeans or T-Shirts. They can wear jeans and collared T-shirts on all Saturdays.

Girls:

Girls are expected to be in decent churidar or salwar with sleeved long kurtha with duppatta and are not allowed to wear leggings, dresses with knots, netted and transparent dresses.

17. FEE PAYMENT

The students are expected to remit their tuition and transport fee at the College office at an appropriate time as mentioned in the college calendar. All the students are expected to respect the date of payment and anyone who does not make the payment on time will be levied a penalty for every week and the quantum will be decided by the management.

For University exam fees, as soon as the official communications are received it is announced to the students and displayed on the notice board. Students are expected to respect the date of payment failing which the students will have to pay a penalty for late fee payment as stipulated by Alagappa University, Karaikudi.

**Revised Examination Fee Structure for Affiliated Colleges with
effect from April 2019**

S.No	Particulars	Revised Fee with effect from April 2019
Under Graduate Programme		
1	Theory	75
2	Practical (3hrs)	90
3	Practical (6hrs)	150
4	Project	150
Post Graduate Programme		
1	Theory	150
2	Practical (3hrs)	190
3	Practical (6hrs)	300
4	Project	350
M.Sc. Computer Science Programme		
1	Theory	350
2	Practical	350
3	Project/Viva-Voce	400
Others		
1	Application fees	75
2	IMS fee	90
3	CMS	150
4	PC	150

June - 2019

No. of working days - 12

1	Sat	World Milk Day / Global Parents Day
2	Sun	Holiday
3	Mon	
4	Tue	Inter. Day of Innocent Children Victims of Aggression
5	Wed	Ramzan / Holiday / World Environment Day
6	Thu	
7	Fri	Sacred Heart Feast/Inter. Level Crossing Awareness Day
8	Sat	World Brain Tumor Day / Ocean Day
9	Sun	Holiday
10	Mon	Reopening for Staff / HOD Meeting
11	Tue	
12	Wed	World Day against Child Labour
13	Thu	Staff Council Meeting
14	Fri	World Blood Donor Day
15	Sat	Activity Day / World Elder Abuse Awareness Day
16	Sun	Holiday / International Integration Day / Father's Day
17	Mon	Second and Third Year's College Re-Opening
18	Tue	
19	Wed	HOD Meeting
20	Thu	World Refugee Day
21	Fri	International Day of Yoga / World Music Day
22	Sat	Activity Day
23	Sun	Holiday / International Olympic Day
24	Mon	First Year College Opening
25	Tue	
26	Wed	International Day Against Drug Abuse
27	Thu	
28	Fri	International Diabetes Day
29	Sat	Activity Day / National Statistics Day
30	Sun	Holiday
Gratitude, kindness and caring are more powerful than any problem you think you have.		

July - 2019

No. of working days - 26

1	Mon	Staff Council Meeting / Doctor's Day
2	Tue	International Friendship Day / World UFO Day
3	Wed	
4	Thu	
5	Fri	
6	Sat	Holiday / World Zoonoses Day
7	Sun	Holiday / Global Forgiveness Day
8	Mon	
9	Tue	
10	Wed	
11	Thu	World Population Day
12	Fri	Malala Day
13	Sat	Activity Day
14	Sun	Holiday
15	Mon	
16	Tue	
17	Wed	World Day for International Justice
18	Thu	International Nelson Mandela Day
19	Fri	
20	Sat	Activity Day
21	Sun	Holiday
22	Mon	I Internal Exam
23	Tue	I Internal Exam
24	Wed	I Internal Exam
25	Thu	HOD Meeting
26	Fri	Kargil Victory Day
27	Sat	Activity Day/Central Reserve Police Force Foundation Day
28	Sun	Holiday/World Nature conservation Day/World Hepatitis Day
29	Mon	International Tiger Day
30	Tue	
31	Wed	

**Success looks at adversity as a step to something greater,
not a wall to stop progress.**

August - 2019

No. of working days - 24

1	Thu	Staff Council Meeting
2	Fri	
3	Sat	Holiday
4	Sun	Holiday
5	Mon	International Friendship Day
6	Tue	Hiroshima Day / Organ Donation Day
7	Wed	
8	Thu	World Senior Citizen's Day
9	Fri	Quit India Day / Nagasaki Day
10	Sat	Activity Day
11	Sun	Holiday
12	Mon	Bakrid / Holiday / International Youth Day
13	Tue	
14	Wed	
15	Thu	Holiday / Indian Independence Day
16	Fri	
17	Sat	Activity Day
18	Sun	Holiday
19	Mon	Photography Day
20	Tue	
21	Wed	
22	Thu	
23	Fri	Krishna Jayanthi / Holiday
24	Sat	Activity Day
25	Sun	Holiday
26	Mon	
27	Tue	
28	Wed	HOD Meeting
29	Thu	National Sports Day
30	Fri	Small Industry Day
31	Sat	Activity Day
Someone in the world is better off today because of something you've done.		

September - 2019

No. of working days – 23

1	Sun	Holiday
2	Mon	Vinayagar Chaturthi / Holiday / Coconut Day
3	Tue	Staff Council Meeting
4	Wed	II Internal Exam
5	Thu	Teacher's Day / II Internal Exam
6	Fri	II Internal Exam
7	Sat	Holiday / Forgiveness Day
8	Sun	Holiday / World Literacy Day (UNESCO)
9	Mon	
10	Tue	Muharram / Holiday
11	Wed	
12	Thu	
13	Fri	
14	Sat	Activity Day / World First Aid Day / Hindi Day
15	Sun	Holiday / Engineer's Day
16	Mon	World Ozone Day
17	Tue	
18	Wed	
19	Thu	
20	Fri	
21	Sat	Activity Day / International Day for Peace & Non-violence
22	Sun	Holiday / Rose Day (Welfare of Cancer Patients)
23	Mon	
24	Tue	
25	Wed	Social Justice Day
26	Thu	HOD Meeting / Day of the Deaf
27	Fri	Caussanel Birthday / World Tourism Day
28	Sat	Activity Day / World Rabies Day
29	Sun	Holiday / World Heart Day
30	Mon	

**Adversity happens to everyone and it is not an excuse
for abandoning our dreams.**

October - 2019

No. of working days - 24

1	Tue	Staff Council Meeting / Inter. Day of the Older Person
2	Wed	Gandhi Jayanthi/Holiday/International Day of Non-violence
3	Thu	World Nature Day
4	Fri	World Animal Welfare Day
5	Sat	Holiday
6	Sun	Holiday / World Food Security Day
7	Mon	Aayutha Pooja / Saraswathi Pooja / Holiday
8	Tue	Vijaya Dashami / Holiday / Indian Air Force Day
9	Wed	World Post Office Day
10	Thu	World Mental Health Day
11	Fri	Portion Completion
12	Sat	Activity Day / World Sight Day
13	Sun	Holiday / World Clarity Control Day
14	Mon	III Internal Exam / World Standards Day
15	Tue	III Internal Exam / Students Day/World White Cane Day
16	Wed	III Internal Exam / World Food Day
17	Thu	III Internal Exam / International Poverty Day
18	Fri	III Internal Exam
19	Sat	Activity Day
20	Sun	Holiday / National Solidarity Day
21	Mon	
22	Tue	
23	Wed	HOD Meeting
24	Thu	World Development Information Day / World Polio Day
25	Fri	
26	Sat	Activity Day
27	Sun	Diwali / Holiday
28	Mon	International Animation Day
29	Tue	
30	Wed	World Thrift Day
31	Thu	National Integration Day

Happiness and love are choices that we get to make in each and every moment.

November - 2019

No. of working days - 03

1	Fri	Staff Council Meeting
2	Sat	Holiday
3	Sun	Holiday
4	Mon	
5	Tue	World TSunami Awareness Day / World Radiography Day
6	Wed	Commencement of University Exams
7	Thu	World Cancer Awareness Day/ Infant Protection Day
8	Fri	
9	Sat	Legal Services Day
10	Sun	Miladi Nabi / Holiday
11	Mon	National Education Day
12	Tue	World Pneumonia Day / National Broadcasting Day
13	Wed	
14	Thu	Children's Day / World Diabetes Day
15	Fri	
16	Sat	International Day for Tolerance
17	Sun	Holiday / Student's Day / National Journalism Day
18	Mon	World Adult Day / Territorial Army Day
19	Tue	World Citizen Day / National Integration Day
20	Wed	Christ the King - Feast
21	Thu	World Fisheries Day / Television Day
22	Fri	
23	Sat	
24	Sun	Holiday
25	Mon	
26	Tue	National Law Day / Constitution Day
27	Wed	
28	Thu	
29	Fri	
30	Sat	Flag Day
Challenge is nothing more than a seed of opportunity.		

December - 2019

No. of working days - 16

1	Sun	Holiday / World AIDS Day
2	Mon	Staff Council Meeting / World Computer Literacy Day
3	Tue	World Day of the Handicapped
4	Wed	Indian Navy Day
5	Thu	College Re-Opening for Even Semester
6	Fri	
7	Sat	Holiday / Indian Armed Forces Flag Day
8	Sun	Holiday
9	Mon	International Day Against Corruption
10	Tue	Human Rights Day
11	Wed	International Mountain Day / UNICEF Day
12	Thu	
13	Fri	
14	Sat	Activity Day / World Energy Conservation Day
15	Sun	Holiday
16	Mon	
17	Tue	
18	Wed	Minorities Rights Day (India)
19	Thu	
20	Fri	
21	Sat	Activity Day
22	Sun	Holiday / National Mathematics Day
23	Mon	Farmer's Day
24	Tue	Christmas Day Celebration
25	Wed	Christmas Day / Holiday
26	Thu	Mid-Semester Holiday
27	Fri	
28	Sat	
29	Sun	
30	Mon	Holiday / International Bio-Diversity Day
31	Tue	

Happiness is found in your heart, not in your circumstances.

January - 2020

No. of working days - 21

1	Wed	New Year / Holiday / Global Family Day
2	Thu	College Reopening After Mid Semester Holiday
3	Fri	Staff Council Meeting
4	Sat	Holiday / World Braille Day
5	Sun	Holiday
6	Mon	World War Orphans Day
7	Tue	
8	Wed	
9	Thu	NRI Day
10	Fri	World Hindi Day / World Laughter Day
11	Sat	Activity Day
12	Sun	National Youth Day
13	Mon	
14	Tue	Pogi / Pongal Celebration
15	Wed	Pongal / Holiday / Army Day
16	Thu	Thiruvalluvar Thinam / Holiday
17	Fri	Uzhavar Thirunal / Holiday
18	Sat	Holiday
19	Sun	Holiday
20	Mon	
21	Tue	I Internal Exam
22	Wed	I Internal Exam
23	Thu	I Internal Exam
24	Fri	National Girl Child Day
25	Sat	Activity Day/National Voters Day/National Tourism Day
26	Sun	Republic Day / Holiday / International Customs Day
27	Mon	International Holocaust Day
28	Tue	Data Protection Day
29	Wed	HOD Meeting / Martyrs Day
30	Thu	World Leprosy Eradication Day
31	Fri	

**Once you understand that abundance is there for everyone,
life gets much easier.**

February - 2020

No. of working days - 24

1	Sat	Holiday
2	Sun	Holiday / World Wetlands Day
3	Mon	Staff Council Meeting
4	Tue	World Cancer Day
5	Wed	
6	Thu	
7	Fri	
8	Sat	Activity Day / I Year PTA Meeting
9	Sun	Holiday
10	Mon	National De-worming Day
11	Tue	II Internal Exam / Foundation Day
12	Wed	II Internal Exam / Darwin Day / World Day of the Sick
13	Thu	II Internal Exam / World Radio Day
14	Fri	Valentine's Day
15	Sat	Activity Day
16	Sun	Holiday
17	Mon	
18	Tue	
19	Wed	
20	Thu	World Day of Social Justice
21	Fri	International Mother Language Day
22	Sat	Activity Day / World Thinking Day / World Scout Day
23	Sun	Holiday
24	Mon	Central Excise Day
25	Tue	
26	Wed	HOD Meeting
27	Thu	
28	Fri	National Science Day
29	Sat	

**Inspiration is the rocket fuel that makes ordinary days
extraordinary**

March - 2020

No. of working days - 23

1	Sun	Holiday / Zero Discrimination Day
2	Mon	Staff Council Meeting
3	Tue	National Defence Day / World Wildlife Day
4	Wed	National Security and Safety Day
5	Thu	
6	Fri	
7	Sat	Holiday
8	Sun	Holiday/International Women's Day/Literacy Day
9	Mon	CISF Raising Day
10	Tue	
11	Wed	
12	Thu	Mauritius Day / Central Industrial Security Force Day
13	Fri	Portion Completion / Common wealth Day
14	Sat	Activity Day
15	Sun	Holiday/World Consumer Rights Day/World Disabled Day
16	Mon	III Internal Exam / National Vaccination Day
17	Tue	III Internal Exam
18	Wed	III Internal Exam / Ordnance Factories Day (India)
19	Thu	III Internal Exam
20	Fri	III Internal Exam / World Sparrow Day
21	Sat	Activity Day / World Forestry Day / World Poetry Day
22	Sun	Holiday / World Water Day
23	Mon	World Meteorological Day
24	Tue	World TB Day
25	Wed	Ugati / Holiday
26	Thu	
27	Fri	Good Friday / Holiday / World Drama Day
28	Sat	Activity Day
29	Sun	Holiday
30	Mon	HOD Meeting
31	Tue	

Everything happens for a reason, even if you don't understand it in the moment.

April - 2020

No. of working days - 03

1	Wed	Staff Council Meeting
2	Thu	World Autism Awareness Day/ National Maritime Day
3	Fri	
4	Sat	Holiday
5	Sun	Holiday / National Maritime Day / Mine Awareness Day
6	Mon	Mahavir Jayanti / Holiday
7	Tue	World Health Day
8	Wed	Commencement of University Exams
9	Thu	
10	Fri	Good Friday / Holiday
11	Sat	World Homeopathy Day / National Safe Motherhood Day
12	Sun	Holiday / National Safe Motherhood Day
13	Mon	World Aviation Day/Jallianwallah Bagh Massacre day
14	Tue	Holiday/Tamil New Year
15	Wed	World Day of Silence / Day of Dialogue
16	Thu	
17	Fri	World Haemophilia Day
18	Sat	World Heritage Day
19	Sun	Holiday
20	Mon	
21	Tue	Secretaries Day/World Creativity, Innovation Day/Holiday
22	Wed	World Earth Day
23	Thu	World Book & Copyright Day / English Language Day
24	Fri	
25	Sat	World Malaria Day
26	Sun	Holiday / World Intellectual Property day
27	Mon	
28	Tue	World Day for Safety and Health at work
29	Wed	International Dance Day
30	Thu	
A positive attitude can overcome a negative situation.		

LATE ENTRY

S. No.	Date	Time	Staff Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

LATE ENTRY

S. No.	Date	Time	Staff Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

LEAVE ENTRY

S. No.	Date	Reason	Staff Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

LEAVE ENTRY

S. No.	Date	Reason	Staff Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

ATTENDANCE

S. No.	Month	Working Days	Present	Absent	Staff Signature
1	Jun - 19				
2	Jul - 19				
3	Aug - 19				
4	Sep - 19				
5	Oct - 19				
6	Nov - 19				
7	Dec - 19				
8	Jan - 20				
9	Feb - 20				
10	Mar - 20				
11	Apr - 20				

INTERNAL MARKS (ODD SEM)

S. No.	Subject	I Internal	II Internal	III Internal
1				
2				
3				
4				
5				
6				
Class Incharge Signature				
HOD Signature				
Parents Signature				

INTERNAL MARKS (EVEN SEM)

S. No.	Subject	I Internal	II Internal	III Internal
1				
2				
3				
4				
5				
6				
Class Incharge Signature				
HOD Signature				
Parents Signature				

COUNSELLING RECORD

COUNSELLING RECORD

COUNSELLING RECORD

COUNSELLING RECORD

Remarks

Remarks

Remarks

Remarks

UNIVERSITY RANKS

Batch	Total No. of Ranks
2005 - 2008	2
2006 - 2009	17
2007 - 2010	23
2008 - 2011	25
2009 - 2012	23
2010 - 2013	36
2011 - 2014	14
2012 - 2015	26
2013 - 2016	25
2014 - 2017	30
Total	221

COLLEGE TIMING

09.20 A.M to 03.30 P.M

09.20 a.m to 09.30 a.m - Prayer
09.30 a.m to 10.20 a.m - I Hour
10.20 a.m to 11.10 a.m - II Hour
11.10 a.m to 11.25 a.m - Tea Break
11.25 a.m to 12.15 p.m - III Hour
12.15 p.m to 01.00 p.m - IV Hour
01.00 p.m to 01.40 p.m - Lunch Break
01.45 p.m to 02.35 p.m - V Hour
02.35 p.m to 03.25 p.m - VI Hour
03.40 p.m - College Bus Leaving

OFFICE ACCESSING TIME (STUDENTS)

11.10 a.m to 11.25 a.m (Interval)
01.10 p.m to 01.40 p.m (Lunch Break)
03.25 p.m to 03.40 p.m (After College Closing)